



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

## **VIMAL JYOTHI INSTITUTE OF MANAGEMENT AND RESEARCH**

VIMAL JYOTHI INSTITUTE OF MANAGEMENT AND RESEARCH, CHEMPERI,  
KANNUR - 670632

670632

[www.vjim.ac.in](http://www.vjim.ac.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

Vimal Jyothi Institute of Management and Research (VJIM) is an educational project of the Archdiocese of Thalassery established in the year 2010 and is managed by Meshar Diocesan Educational Trust. The college is approved by AICTE and affiliated to Kannur University. Located on the lap of Western Ghats, the campus comprises 50 acres of land, well protected ecosystem, multi-storeyed academic buildings, sports complex, gymnasiums, Hostels, and camera surveillance providing a conducive ambience for learning and research. Committed to cater demands of Corporate India with professional integrity, moral uprightness and sense of commitment, VJIM is on the path of emerging as a centre of excellence.

VJIM is a self-financing catholic minority institution aiming at generating fervor for Management students. Vimal Jyothi Institute of Management and Research offers two-year full-time MBA courses in Business Management. VJIM is abuzz with opportunities to be inspired. It's a place where exciting things happen.

At VJIM, the teaching methodology is practical, hands-on and real-time, rather than merely theoretical. At every stage of the learning process, interface with the industry, interaction with practicing professionals and internship with corporate is given precedence. Students are motivated to attend seminars and workshops in and outside the campus to hone their skills to be prepared to face the corporate challenges. International industry visits will give them an unparalleled experience beyond the geographical frontier. Every student joined in this institution will cherish the memories and experience they receive from Rural camp, a signature program of VJIM in association with OISCA International. Students also receive hands on experience in organizing management fest, Karmanta, an experiential learning from the graduates' perspective.

These initiations will make the students listen to, learn from and to be challenged by industrial situations and other facets of the business world. This naturally will give our students an experience beyond knowledge and impart an edge while competing with others.

### **Vision**

To bloom into a centre of excellence in management education and research that responds to the needs and demands of Corporate India with professional integrity, moral uprightness and sense of commitment.

### **Mission**

To provide the students with quality education that kindles creativity, encourages innovation, enhances originality and instils ethical practices to enable them compete successfully in the global business arena with commitment to the concerns of the marginalized guided and inspired by gospel values.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

## **Strength, Weakness, Opportunity and Challenges (SWOC)**

### **Institutional Strength**

The institution is certified with ISO 9001:2015, Approved by AICTE and Affiliated to Kannur University

Excellent infrastructure and ancillary facilities

Efficient, effective and committed Management Team

Well qualified, skilled and sincere faculty

Service minded supporting staff

Green-Clean campus with eco-friendly and peaceful atmosphere, providing a perfect ambience for learning and research.

Rural camps and national level management fest for the overall formation

Academically motivated students with outstanding results in examinations.

Commendable track record of placements, university toppers.

Student grooming with professional counsellors, devoted staff mentors.

Career oriented add-on courses and soft skill development programmes.

Remedial support to weak students and bridge programs during the induction

Well-stocked, automated, spacious library and with more than 15000 books and 300 journals/periodicals

Separate hostel facility for boys and girls under secure atmosphere.

Spacious playgrounds and sports facilities.

WiFi enabled campus.

A variety of invited Talks by eminent scholars.

Use of technology and innovative practices in teaching and learning

Guidance, counselling and value-based education.

OISCA International chapter, corporate membership with North Malabar Chamber of commerce, Kannur

Green Renewable energy in the form of Solar to meet the requirements of the campus

Reformulated Consultancy and Research Services (VJCRS) centre

### **Institutional Weakness**

#### **Institutional Weakness**

Research Culture at the nascent stage.

Limited number of external funded research projects.

Located in rural area at North Kerala, industrial collaboration is limited.

Affiliated institution with limited flexibility in curriculum.

Limited number of companies visiting the campus due to rural location.

Hectic semester schedule limits students' opportunity for co/extra-curricular activities.

Lack of funds due to self-financing nature

### **Institutional Opportunity**

#### **Institutional Opportunity**

To provide quality education in Business Management to the needy students from rural area.

To become a centre of excellence in North Kerala in Management education.

To become a skill and entrepreneurship development centre by collaborating with Kerala

Campus placement opportunities.

Association with in campus Presence of IELTS/language Coaching Institute.

### **Institutional Challenge**

#### **Institutional Challenge**

Socio-political environment prevalent in North Malabar.

Stagnation in Management admissions.

The knowledge level of the intake students is not proportional to the grades/marks secured in their qualifying examination

Delayed conduct of university examinations and publication of exam results.

Formation of the New Gen students.

Inadequate time allotted to complete the syllabus.

Our students who mostly come from remote villages are often diffident and they lack proper communication skills.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The management programme offered by Vimal Jyothi Institute of Management and Research includes the components which are necessary for a graduate to perform effectively and efficiently in a technology driven society with a stronger professional bond. The academic calendar of the institution is prepared well before the beginning of the semester strictly adhered to the affiliating university calendar. Continuous and Internal Evaluation System comprising tests, seminars, assignments and a comprehensive examination leads to a holistic assessment of student performance. Grades are awarded to the students based on the performance in the evaluation process. Linkages with Industries are a recurring theme in the realm of educational reform and innovation linking education with industry. Since its very inception in 2010, the Institute has been committed to Industry linkages. Continuous efforts are made to enhance the teaching learning experience by equipping teachers with innovative teaching methodologies. The creative and talented pool of students at VJIM is actively engaged in carrying out project work at various leading industries. Faculty and students contribute towards research activities by participating in Conferences, Seminars, Symposia and Workshops. The students are asked to present their assignments to their faculty in various sessions to improve their communication and presentation skills. Feedback is obtained from faculty, student, campus interview organisations, alumni and parents. Structured feedback is collected anonymously from students regarding each course through a planned questionnaire at least once in a semester. Further 24x7 online feedback systems are also available to students to provide qualitative feedback. The suggestions are conveyed to the respective faculty by the HOI to improve the conduct of the course. In addition, class committee meetings are also conducted to strengthen the feedback process. Student Counselling is provided to the students and in a more intensive manner to those who do not perform well in the evaluation components. The institute has a mechanism in which all students are assigned faculty members as mentors to provide academic and personal guidance. Whenever necessary, personal counselling is also provided by the mentor, a Professional Counsellor is also available to students in the campus for consultation.

### **Teaching-learning and Evaluation**

Teaching is considered as the act of imparting instructions to the learners inside and outside the classroom situation. Teaching and learning process is the part of the education system. Whole education system depends on the aims and objectives of the teaching & learning process Induction session or jyothingamaya is organized in the college to get familiarize with the faculty and other members of the college. This programme helps students to learn about the courses, the objectives, etc. booster classes are conducted to assist slow learners. Lecture method is widely used for teaching. With the support of new technologies available in the college, faculties know use latest technology for teaching along with group discussion, quiz, seminars. Advanced

learners are motivated and inspired to achieve higher goals and shoulder important responsibilities in student activities. The college has properly planned system so that the teaching learning process goes on smoothly. The college follows an academic calendar, schedule of admission, internal tests, vacations, examinations and dates of important curricular and extracurricular activities of the college. Faculty members take classes properly as per time table and maintain a daily register. Students get exposure through various extracurricular activities, regular assessment of students through assignments, tests, etc. Class teachers monitor the progress of students and maintain a constant interaction with the students. Students are counselled for their academic improvements and to solve the problems.

### **Research, Innovations and Extension**

VJIM offers MBA Programmes for post graduate students and a research committee has been in place to facilitate the research and extension activities. The institution organizes seminars and FDPs programs for teachers and students. Faculty members are encouraged to publish research papers in reputed National and International journals with good impact factors. To promote innovative ideas and facilitate entrepreneurship among students, the college organizes seminars, guest talks etc by inviting expertise. The institution is also actively involved in extension activities to help society by its services. Blood donation camps are arranged in the college in connection with karmanta “management fest”. AIDS Awareness and Health awareness lectures are conducted as part of extension activities. Students are socially sensitized and made aware of their responsibilities through community service programmes like RURAL camp organized by OISCA INTERNATIONAL.

### **Infrastructure and Learning Resources**

VJIM Campus is located in the foothill of Western Ghats with lush greenery. Vimal Jyothi from its installation enriches the physical infrastructure facilities to meet the requirement of the affiliated university & other statutory bodies like AICTE. Spacious well-furnished class rooms with seminar halls, library with e-learning resources.

- Adequate No. of ICT enabled classrooms, Tutorial Rooms & Seminar hall.
- Wi-Fi enabled campus having an elaborate network of 80 workstations with the speed of 150MPbs.
- The library possesses large no. of books with different titles; National & International journals, periodicals; local & national newspapers.
- Digital library facility to access e-journals & E-books.
- Availability of indoor & outdoor sports & games and cultural facilities.
- Transporting facilities are available for Day scholars & staff.
- Accommodation facilities are available for Boys & girls in the students community also for staff separately.
- Canteen, Mess facilities are available in the campus.
- Psychiatric counselor for students.
- Bank along with ATM facility, postal service, Reprographic service, stationary store etc. are available.
- 50 kwh energy through in house solar power generation.
- Three Diesel generators with capacity of 62.5, 125, 250 kva ensure the uninterrupted power supply.
- With the help of proper system for maintaining; electrical, civil & computer related problems are get

rectified frequently.

### **Student Support and Progression**

The vision of the institute focuses on to provide the students with quality education that ignites creativity, encourages innovation, enhances originality and instills ethical practices to enable them compete successfully in the global business arena. Each student enrolled with the institute is employability skills and guidance with the objective of honing the skills of the student in order to take charge of his/her own career needs for the future.

We, at VJIM, understand the need of placements and set a path to the future and aim at securing the best possible industrial experience for our students. For this, the institute ensures training programs and workshops by external experts from industry and academia throughout the academic year. These enable the students to abreast with latest developments in the business as a whole and prepare themselves with the required skills for their career plans.

Student engagement at the institute is ensured at the campus through various activities outside the classroom for the holistic development. They also participate in programs outside the campus and thereby getting an exposure to collate with students across the country.

### **Governance, Leadership and Management**

Institutions vision and mission shoulders the great responsibility of intellectual betterment of students as well as social transformation, towards perfection. The management and staff of the college are highly committed to provide quality and excellence in all academic programmes.

The institute promotes a culture of participative management by involving the staff and students in various activities. The institution has framed the quality policy driven by the needs of the industries, society and stakeholders. Institute has a perspective plan developed by the management, Principal, and staff members with suggestions made in the staff meeting, IQAC, and Academic advisory under the guidance of Governing Body.

The Institute recognizes the importance of the dedicated faculty for realizing its vision. VJIM has a HR policy for recruitment of a competent faculty. Performance appraisal of faculty is done annually. Group medical insurance, Family quarters and hostel facilities and Recreation tour for faculty and their family members is provided.

Being a self-finance institution, VJIM completely depends on tuition fee for the requirement of funds. The institution prepare annual budget in accordance with the expected income as tuition fee. The annual budget is prepared well in advance so as to minimize any kind of financial deficit. If any deficit arrives the institution approaches suitable bank for getting support as loans.

The IQAC of the Institute was constituted in 2019. The IQAC is functional and its functions are extended to support on quality initiatives in all academic matters.

### **Institutional Values and Best Practices**

As the Vimal Jyothi Institution is committed for providing value based professional formation to the management graduates it takes utmost care to instil the values through the programs and sustainable development initiatives. The Institute provides gender equity programs, utmost concern for the safety and security of the stakeholders in campus, hostels, and even in extension programs. The eco-sustainability with “Green-Clean Campus” initiatives concerning the integrated water conservation and rain water harvesting system, Solid-liquid waste management systems, use of renewable energy sources, livestock farms and devoted 70%+ greenery of the campus are few of the outstanding features of this Institute.

The ample programs conducted along with the academic activities as Jyothirgamaya- an initiation program to induct the students, Onam celebrations, constitutional days and related activities, professional grooming through the residential rural campus and professional mentors, industry visit and trainings with in the state, outside the state and even to the international levels are clearly planned to mould the budding professionals. The social sensitivity is encouraged through the association with OISCA International activities related to the environment conservations, blood donation campus, social involvement through charity visits and rural development programs in association with local self-government systems and NGOs.

The best practice of the Institute is the ‘Green-Clean Campus with Sustainability Development Initiatives’ and the integrated formation through residential ‘Rural Camp (Gramadarshan) and National Level Management Fest (Karmanta).’ These are two glittering contributions of the Institute for the society. The continuation of these best practices ensured through the active involvement of the staff and students.

The ‘Centre of Excellence in a Rural Area’ is the outstanding distinctive feature of the Institution. The Institute was established for the integral development of the encircling society through the professional education formation and it became the prestigious education leader of the rural area. The impeccable educational standards and professional approaches of this Institute made it a centre of excellence in this rural area.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	VIMAL JYOTHI INSTITUTE OF MANAGEMENT AND RESEARCH
Address	Vimal Jyothi Institute of Management and Research, Chemperi, Kannur - 670632
City	KANNUR
State	Kerala
Pin	670632
Website	<a href="http://www.vjim.ac.in">www.vjim.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Thomas Michael	04602-213900	9443441979	04602-213513	principal@vjim.ac.in
IQAC / CIQA coordinator	Anoop Scaria	04602-212240	9400467741	04602-213399	anoop@vjim.ac.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">Minority Certificate.pdf</a>
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

<b>Establishment Details</b>				
Date of establishment of the college	14-07-2010			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Kerala	Kannur University	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day, Month and year (dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
AICTE	<a href="#">View Document</a>	30-04-2020	12	

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	AICTE
Date of recognition	14-07-2010

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Vimal Jyothi Institute of Management and Research, Chemperi, Kannur - 670632	Rural	2.62	2515

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
PG	MBA,Management	24	U G Degree and Entrance score	English	60	60

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				2				4			
Recruited	1	0	0	1	2	0	0	2	1	3	0	4
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	1	2	0	3
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	0	0	0	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	0	0	1	3	0	5

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	1	0	0	1	

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		PG	Male	26	0	0
	Female	33	1	0	0	34
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	0	0	3	0
	Others	0	0	0	0
ST	Male	0	0	1	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	1	4	2	4
	Female	7	11	8	13
	Others	0	0	0	0
General	Male	12	19	7	18
	Female	11	12	16	15
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>31</b>	<b>46</b>	<b>37</b>	<b>50</b>

## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
31	31	31	31	31
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
77	83	87	96	101
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
60	60	60	60	60



File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
46	37	50	44	57

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
07	06	8	8	7

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
08	08	8	8	8

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 5**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
38.6	34.74	25.5	32.7	21.4

**4.3**

**Number of Computers**

**Response: 68**



## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

**1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

**Response:**

Vimal Jyothi Institute of Management and Research (VJIM) offers two years full time MBA program affiliated to Kannur University and approved by AICTE. This program offers specializations like Marketing, Finance and Human Resource Management. The syllabus and regulations are laid down by the Kannur University. The curriculum prescribed by the affiliated University is followed strictly. The curricular planning and implementation are performed in a systematic way.

**Preparation of Academic Calendar:** At the beginning of each academic year, the institute prepares academic calendar incorporating curricular, co-curricular and extra-curricular events.

**Library books Upgradation:** The library is updated with required number of text books, reference books and e-journals for the forthcoming academic year as per AICTE requirement and based on the request made by the faculty members.

**Course Allocation:** Courses are allocated to the faculty members based on their preferences, and with the approval of Head of the Institution (HEI).

**Time table Preparation:** The academic coordinator prepare Batch-wise time table, including time slots for club activities, newspaper reading, library, NPTEL/Training etc.

**Design and Dissemination of Course Plan:** Each faculty member prepares detailed course plan including the text book(s), reference book(s), web resource(s) and ICT tool(s) to be used for each topic.

**Preparation of Course file:** Each faculty member prepares the course file which includes the time table,

lecture plan, record of classwork (Green book), syllabus, question papers, student assignment (sample), Case studies, sample answer sheets, internal mark statement, previous question papers.

**Content Delivery:** New and innovative teaching techniques, in addition to the traditional lecture method are adopted to deliver the course content. Employing of learner-centric techniques such as peer learning, collaborative learning, group discussion, video lectures, role play, quiz etc., encourages students' active participation.

**Reviews:** Head of the institution reviews the coverage of syllabus through Class Log Book (CLB) and suggestions are invited for the improvement of Teaching - learning process.

**Assessments:** As per the regulations of the affiliated university, the assessment is done in two ways:

**1. Internal Assessment (20 Marks):** There are minimum two internal assessment tests in a semester. The internal assessment question papers are prepared by following bloom's taxonomy levels question pattern. Internal assessment marks include attendance, seminar/ presentation, assignment components.

**2. External Assessment (80 Marks):** The external assessment is based on the semester end examinations conducted by the university.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

The college adheres to the academic calendar published by Kannur University. After the commencement of the semester, the college has to follow the university Academic calendar. However, the college also prepares its own calendar, based on the university calendar. The academic calendar including the following contents:

1. Commencement of classes

2. Internal Assessment tests (IAT) dates
3. Semester end
4. List of holidays, vacations and working days, etc.
5. Dates/schedule of project work/organization study
6. Study leaves for university exams
7. Date of beginning and end of semester
8. Schedule of project work

Head of the institution conducts curricular and extracurricular review meetings to verify the progress of all the activities. Based on these review meetings some changes in schedules of activities are made if required. Further, remedial classes are scheduled to complete the syllabus before university examination.

Along with continuous internal evaluation, academic planning contains information regarding the following activities.

a) Working period:

The annual working period of the institution includes working days, teaching days and examination. The total working days are specified by the university. Working days are strictly followed as per university guidelines.

b) Curriculum activities:

The course plan includes the complete teaching learning process. It also contains teaching plan and execution of activities.

c) Co-curriculum activities:

Proposed dates of internal assessment test, organization study and project work is indicated in the academic calendar.

d) Extra-curricular activities:

The academic calendar gives specific dates to conduct extracurricular and social activities such as: International industrial visit, Management fest, Rural camp, celebration of various national and international days, celebration of birth and date anniversaries of the national icons.

The college implements the examination and evaluation process as follows:

### Semester Examination Evaluation procedure

1. Subject-Wise Internal assessment test/ Assignments.
2. End semester examination by the university

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** D. Any 1 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**Response:** 100

**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.**

Response: 1

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

Response: 1

**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**

Response: 11.95

**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
46	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

**Response:**

**Response:**

The vision, mission, motto and core values of the institute speaks volume about these cross-cutting issues. Naturally, the institution integrates various life skills, values, local and global challenges through its curriculum delivery. The college offers the programmes in which each and every issue such as civic sense and responsibility, environment, sustainability and human values are addressed. Naturally, each teacher integrates all these issues as a part of their teaching-learning process. While teaching the prescribed syllabus institute arrange various activities and programmes to address the cross-cutting issues.

**Table 1.3.1 Critical issues in Curriculum**

Sr. No	Description of critical issue	Title of course wherein the issue is addressed	Unit/chapter no.	Remarks
1	Environmental Issues	MBA1C04 Indian Business Environment	Unit-V Environment Impact Assessment Report (EIA)	To acquire knowledge about Environment Impact Assessment process to mitigate negative impacts on the environment.
2	Human Values	MBA3C15 Indian Management Ethos & Practices	Units - III Value oriented Holistic management	To create awareness on Human Values.
3	Professional Ethics	MBA3C15 Indian Management Ethos & Practices	Units I, II & V Values and Ethics in Management	To update the students about the significance of ethics in business and to make aware of the Indian management.

Apart from these issues included in the syllabi of affiliating university, our institution has taken various steps to address these issues among the students. OISCA Chapter of the college actively participate in the programmes and address cross-cutting issues at community level. A programme called Gramadharshan under OISCA Chapter is conducted in the first semester of the MBA programme to get rural exposure. The programme organized in such a way to address the cross-cutting issues such as gender, environment, value system, professional ethics, self-reliance, group behavior, growth with justice etc. In order to strengthen mentally and physically, yoga training is provided to the students. Institute organizes various activities like



research, tree plantation, charity pilgrims, site visit to analyse environment impact assessment at Kannur Airport, campus and town cleaning programmes were arranged on Gandhi Jayanthi day and on Swatch Bharath Divas, public awareness during festival season with the help of students also undertaken.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 6.45

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	2	2

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

**Response:** 59.74

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 46

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** C. Any 2 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

**Response:** C. Feedback collected and analysed

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 69.33

##### 2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
31	46	37	50	44

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
60	60	60	60	60

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 69.33

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
31	46	37	50	44

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

**Response:**

**Response:**

The Institute is sensitive to the fact that students have different learning abilities and makes an all – out effort to be inclusive in its teaching- learning processes. Efforts are made to raise the learning levels of both slow and advanced learners. The Institution identifies the advanced learners through their academic performance, class room discussion, co-curricular and extra-curricular activities.

**Advanced Learners:**

1. Advanced Learners are encouraged to prepare for competitive exams such as NET etc.
2. Providing scholarships for best students.
3. Support and guidelines are provided to them to take up industry-oriented projects.
4. To improve their managerial skills they are also given the task of organizing various activities like fests, conferences and seminars.
5. They are encouraged to take up certificate courses to enhance their skill sets.

**Slow Learners:**

1. All slow learners are given academic counseling.
2. The mentors interact with the parents on issues related to academics and progress of students for slow learners.
3. Mentors counsel the slow learners and encourage them by providing class notes, reading materials and solved university question papers to avoid the risk of drop out.
4. Booster classes are arranged for slow learners.
5. For the purpose of assignments and project work slow learners are paired with advanced learners.
6. To improve their managerial skills they are also given the task of organizing various activities like fests, conferences and seminars.
7. They are encouraged to take up certificate courses to enhance their skill sets.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

### 2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

**Response:** 11

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

**Response:**

The teaching learning process is designed to fulfill the student's needs and Outcome Based Education (OBE) is adopted in the institution. College is providing sufficient facilities to meet OBE. In the beginning of the programme, a bridge course / orientation programme is conducted for all the first year students to help them to acclimatize with the college and the curriculum.

Air conditioned classrooms with the precise ambience for conducting seminars, workshops and guest lecturers for interactive learning is also there in the college. Booster classes are given for the weak students to clarify their doubts and personal difficulties regarding the subject

Special efforts are taken for encouraging the students to participate in curricular, co-curricular and extra-curricular activities. Counseling is provided for the students to relax from the stress and to move in the right path.

#### **Experiential Learning:**

Students' seminar, projects, group discussions have been streamlined in the Institution. Students are directed to participate for internship programmes outside college to develop professional skills. Infrastructure for ICT enabled teaching and learning is provided by the college. Educational/industrial visits are organized to help students connect theory to real life .Students organize Management fest

'karmanta' and seminars which help in building their managerial skills

### **Participative Learning:**

Students are encouraged to participate in management fest for participative learning. Industrial visits are organized to gain more practical knowledge. Cases are discussed in the class. Students are given assignments that connect course to current events and are called upon to make class presentations.– Activity hours are conducted it helps students to understand the importance of critical thinking skills, time management, and academic and intellectual competence.

### **Problem Solving Methodologies:**

Booster classes, case studies are arranged to increase problem solving methodologies. More problems are given for the students to work out from home to improve their problem solving skills.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### **2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**

**Response:**

**Response:**

The present study aims towards the usage of different ICT tools used by the faculty of Education In effective curriculum. This institution is affiliated to Kannur University,AICTE, Encourages intensive use of ICT enabled tools including online resources for effective teaching And learning process. All the teachers of this institute are using ICT tools and resources available on its campuses. Faculties use LCD Projectors, Video Conferencing, Google quiz, and learning technology Desktops, Laptop, Wi-Fi, LAN connected systems etc. There are 3 ICT enabled class rooms, Seminar Halls, conference Room which are well equipped with ICT facilities. E-Learning centre helps the teachers in developing e-content in different subjects-learning centre was developed to meet the learning demands of MBA students. This institute is delivers lecture on academic subjects, Special lectures and technical talks from well known experts in the industry. Library also offers a wide range of e-resources

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )

**Response:** 12.83

#### 2.3.3.1 Number of mentors

Response: 6

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 90

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 16.9

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	1	1	1

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

**Response:** 5.43

#### 2.4.3.1 Total experience of full-time teachers

Response: 38

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

**Response:**

**Response:**

The institution is affiliated to Kannur University, AICTE. College strictly follows the evaluation criteria prescribed by affiliating university. The evaluation process which includes attendance, internal assessment marks, seminars and assignment marks. It is mandatory to conduct minimum 2 internal tests and the marks obtained are to be entered on the web portal of the university within the stipulated time.

- Internal and external examination marks are always assessable to the respective student
- Periodic assignments are given to evaluate students
- Staff meetings, Class committee meeting and counseling sessions are helpful for the better understanding between staff and students.
- Regular interactions of Faculty with the students are also arranged.



Any change in the schemes of evaluation, updates on curriculum revision, and alterations in the question paper patterns are conveyed to the students and the faculties

- PTA meeting are arranged to discuss the progress of students.
- Institute maintains utmost transparency in the examination and subsequent evaluation process

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

**Response:**

**Response:**

- The mechanism to deal with examination related grievances in the college is two –pronged as it has to cater to those related to the internal evaluation process as well as to those final year examinations conducted by Kannur University in which our students have to appear in order to successfully complete their programme of the study
- After the completion of internal assessment tests, the performance of the students is published. The students who have any grievance in the evaluation process can approach the faculty member who had evaluated the answer sheets for any discrepancies in the mark.
- If it is not sorted out by the faculty concerned the students can approach the head of the institution.

After the declaration of university results the students can apply for re-valuation. The University provides the students with an option of obtaining photocopy of their answer sheets

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

**Response:**

Response: Each faculty member prepares the academic plan for their respective courses at the very beginning of the semester. POs, PSOs and COs are the part of this academic plan. Program outcomes and program specific outcomes for a particular program are stated displayed and communicated through various ways such as:

- Communicated to the students at the time of induction program.
- Displayed in institutional website
- Displayed in class rooms, Staff rooms and in the rooms of Head of the institution.
- Displayed in library
- Displayed in notice boards

Course outcomes are displayed in lesson plan, internal exam question papers and course files

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

Response: The institution evaluates its Program Outcomes by using Direct Assessment Method

**Direct assessment method** – It includes

- Assignment
- Seminar
- Internal Examination and Semester end examination marks

This institution conducts for internal examinations, assignments and seminar to assess the attainment of the course outcomes (CO) and in turn contributes to the attainment of the programme outcomes (PO) and Programme Specific Outcomes (PSO). Attainment of PO's using direct assessment method is done by calculating the weighted average of COs attained using the CO-PO mapping of all courses. The overall PO attainment can be calculated by assigning appropriate weight ages to the direct assessment methods

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 95.33

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
44	36	45	42	56

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
46	37	50	44	57

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.16

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 0

**3.1.2.1 Number of teachers recognized as research guides**

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 0

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**3.1.3.2 Number of departments offering academic programmes**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**Response:**

**Response:**

#### Entrepreneurship Development Cell

Vimal Jyothi institute of Management and Research is committed to the cause of encouraging entrepreneurship among students who are very much interested in taking up challenging entrepreneurship as their career. The institute invites various renowned entrepreneurs to share their experience viz. initial challenges in the career and methods to overcome, various avenues in the industry where entrepreneurship is very much possible without much problems.

#### Entrepreneurship activities conducted

- Talk on PRE-STARTUP PLANNING AND CRISIS MANAGEMENT By MTP Mohammed Kunhi (Managing Director, SULFEX MATTRESS) on 29-1-2020
- Motivational talk by Dr Mohammad Ali Saidi on SPIRIT OF ENTERPRENURS on 11-7-2019
- Motivational talk on 06/08/2019 Arjun Mohan-Carrier Journy to Success

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years****Response:** 2**3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
01	1	0	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

**3.3 Research Publications and Awards****3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years****Response:** 0**3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years****3.3.1.2 Number of teachers recognized as guides during the last five years**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
URL to the research page on HEI website	<a href="#">View Document</a>

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years****Response:** 0.69**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
5	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 0.14

#### 3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

**Response:**

**Response:**

The Institution has established a network with neighboring community and implemented various extension programs to address the needs of nearby community.

In order to ensure holistic development of students, the Institution encourages the students to involve in community services to develop good citizenship.

- 1.Students have taken initiation in construction of a house in as part of Rural Camp in association with OISCA international.
- 2.College has conducted bike rally to Palkkayamthattu for environment protection awareness in connection with Karmanta Management fest
- 3.College has organized blood donation camp in association with Kannur District hospital.

4. OISCA unit has conducted various programmes like Tree Plantation; Health Awareness programs etc. encompassed social issues in the neighboring community.
5. The College organized charity pilgrim programs to the nearby old age homes and orphanages.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 7

#### 3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	3	1	1	1



File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

**Response:** 37.8

#### 3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
46	25	26	37	31

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

**Response:** 0

#### 3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>

### **3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

**Response:** 0

#### **3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**

**Response:**

**Response:**

Vimal Jyothi Institute of Management & Research (VJIM) is the first exclusive management research institute in the Malabar region established in 2010 by the Meshar Diocesan Educational Trust of the Archdiocese of Tellicherry. The institute is approved by AICTE and affiliated with Kannur University. Vimal Jyothi, from its installation, enrich the physical, Infrastructure facilities to meet the requirement of the University it is affiliated with and other statutory bodies like AICTE.

**Class Room Facilities:**

The institution has 2 classrooms, 2 tutorial rooms, 1 computer lab, and 1 seminar hall to conduct the regular classes. ICT-enabled classroom facilities to make the students more interactive. All the classrooms are equipped with LCD projectors, LAN, and WIFI-connected facilities.

The available physical infrastructure is optimally utilized beyond regular college hours, to conduct value-added courses, co-curricular activities/extra-curricular activities, parent teacher meetings, Campus Recruitment Training classes, campus recruitments, meetings, seminars, conferences.

**Computing facilities:**

The students and staff can access the 24X7 wifi connectivity inside the campus with their individual login ids, with a speed of 150 Mbps. The college is equipped with 80 computers.

**Library:**

VJIM has a centralized automated library with a reading room and digital access facility.

The library possesses a large number of books with different titles, national and international journals, periodicals, and local and national newspapers. The library aims to develop a comprehensive collection of documents useful for the faculty and the student community of the Institute.

### **Training and Placement Cell:**

To train the students towards the carrier development VJIM functioning with a dedicated TPC. The computer lab, Classrooms, and auditorium are utilized for such training periodically.

### **Transport:**

College bus facilities are available between the college and nearby cities touching all the major towns in the Kannur district. Students and staff can avail themselves of this facility.

### **Residential facility:**

Vimal Jyothi hostels are aimed to provide a secure home away from their own home. We provide hostel facilities to the members of Vimal Jyothi Engineering College and Vimal Jyothi Institute of Management & Research. Separate accommodation facilities are provided for boys and girls of both PG & UG students and family quarters for staff are available inside the campus.

### **Electricity facility:**

- **Solar Power**

Apart from state grid power consumption VJIM generates 50Kwh energy through in-house solar power generation.

- **Generator**

The 3 diesel generator with capacity 62.5KVA, 125KVA, 250 KVA ensures the uninterrupted power supply inside the campus for day and night.

### **Banking:**

Canara bank has its service branch inside the campus along with an ATM facility.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

##### Response:

##### Response:

Outdoor Play Fields, Athletic Track, Cricket pitches, Indoor Stadium with state of the art facilities, Table Tennis, Basket Ball, Badminton, Volley Ball and Modern Gymnasium are available at VJIM in order to facilitate the students in sports and games activities.

Outdoor Play Fields, Athletic Track, Cricket pitches, Indoor Stadium with state of the art facilities, Table Tennis, Basket Ball, Badminton, Volley Ball and Modern Gymnasium are available at VJIM in order to facilitate the students in sports and games activities.

The campus have several facilities for sports and recreational activities. The institution has 13656 sq m of ground for athletics track, with two basket ball court, one volley ball court one Kho-Kho field, three badminton court one indoor auditorium with the area of 1558.73m<sup>2</sup> are available for the sports activities.

##### Management fest:

Karmanta-a flagship National level management Fest conducted by Vimal Jyothi Institute of management & Research, has become one of the most awaited youth fests in kerala. This fest provides undergraduate and postgraduate students across the country, an avenue to exhibit talents in various frontiers of management.

##### Cultural Fest:

The cultural festivals like Onam are celebrated every year with lots of cultural activities. Apart from that the hostel days are celebrated in each hostel with a bunch of cultural programs.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)****Response:** 100**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 5

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****Response:** 6.3**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
3.07	.065	0	2.20	3.56

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:****Response:**

The library is constructed in a 100.25 sq mt of carpet area with 60 seating VJIM has a centralized automated library with a reading room and digital access facility. For the Integrated Library management system, VJIM has NewGenLib software.

Name of the ILMS Software: NewGenLib software (open source)

Nature of Automation: Fully Automated

Version: 3.0.4

Library remote access facility on

<http://192.168.150.254:8080/newgenlibtxt/>

In-house/remote access to e-publications is available

The online reference facility is available for students.

The library is equipped with internet connectivity with a bandwidth of 150 Mbps.

Federated searching tools to search articles in multiple databases are available

**Holdings of the Library as on date are:**

Books: 5663

Titles: 1400

Print Journals:27

E-Books (EBSCO): 9500

**Facilities / Services available at VJIM Library:**

Open Access System: Yes

Reprographic Facility: Yes

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

**4.2.2 The institution has subscription for the following e-resources**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** B. Any 3 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 2.43

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
2.70	3.12	1.58	1.61	3.13

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year

**Response:** 21.43

##### 4.2.4.1 Number of teachers and students using library per day over last one year



Response: 18	
File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

<p><b>4.3.1 Institution frequently updates its IT facilities including Wi-Fi</b></p> <p><b>Response:</b></p> <p><b>Response:</b></p> <p>In the entire campus together with college and hostels, all the computers are connected by the LAN/Wi-Fi by 172 Mbps speed capacity broadband provided by BSNL India Ltd., with backbone optical fiber connectivity.</p> <p>Sufficient Optical fiber ports and Ethernet ports are provided over the campus, for laptops. The college has 2 wifi hotspots with Wi-Fi controller to cover the area throughout the college. CYBEROAM CR 750ing hardware firewall and six manageable switches from CISCO to prevent unauthorized access to and from the private network to prevent the unauthorized Internet users. VJIM has 80 computers, 6 IBM servers and 1 storage server.</p>	
File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

<p><b>4.3.2 Student - Computer ratio (Data for the latest completed academic year)</b></p> <p><b>Response: 1.13</b></p>	
File Description	Document
Upload any additional information	<a href="#">View Document</a>

<p><b>4.3.3 Bandwidth of internet connection in the Institution</b></p> <p><b>Response: A. 750 MBPS</b></p>	
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File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 1.59

##### 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
1.25	0.25	0.05	0.3	0.62

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

##### 4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Response:**

**Response:**

The students and faculty of VJIM are actively utilizing the physical facilities like Computer Lab, Classrooms, Library, hostel, play ground etc.

Daily cleaning of class room and open spaces are carried out by the house keeping people under the supervision of a maintenance supervisor.

The maintenance department also takes care of the electrical, plumbing works, gardening with respective skilled technician.

Regarding the Computer Lab, at the end of every semester regular checkup of equipment is carried out. The minor repairs are carried out by the technical staff as per the requirement. Major repairs of equipment's are outsourced to the service centers

**For Computer hardware/Network maintenance the procedure is as follows**

- There is a Google form for complaint register & maintenance
- [https://docs.google.com/a/vjec.ac.in/forms/d/e/1FAIpQLScV](https://docs.google.com/a/vjec.ac.in/forms/d/e/1FAIpQLScVDm5zB6oOd0R6cKfAo76Ym_NYK2iT52KI9jfecqGYAEvWlw/viewform)

[Dm5zB6oOd0R6cKfAo76Ym\\_NYK2iT52KI9jfecqGYAEvWlw/viewform](https://docs.google.com/a/vjec.ac.in/forms/d/e/1FAIpQLScVDm5zB6oOd0R6cKfAo76Ym_NYK2iT52KI9jfecqGYAEvWlw/viewform))

- Register the requirements for Maintenance/Repair
- The complaints registered are sending to respective person.
- The status is updated

**For Civil and Electrical maintenance the procedure is as follows:**

- There is a Google form for complaint register & maintenance ([https://docs.google.com/a/vjec.ac.in/forms/d/e/1FAIpQLSe0L8DVPtzCXbsZpsQzSbdL-5mbbvmEoYEj8BY7gW-STf6hEQ/view form](https://docs.google.com/a/vjec.ac.in/forms/d/e/1FAIpQLSe0L8DVPtzCXbsZpsQzSbdL-5mbbvmEoYEj8BY7gW-STf6hEQ/viewform))
- Register the requirements for Maintenance/Repair
- The complaints registered are sending to respective person.
- The status is updated

**For Library Development:**

- Smooth functioning & provide better service, 'Library Rules' Are adopted for the library users.
- For the building up of library stock, consider suggestions from both faculty members & students through requisition slips. As well as taking feedback from students side.
- For motivating and developing reading habit among students we are giving "Best Library User Award".

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 1.01

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
3	0	1	0	0

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 33

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
53	29	47	05	2

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** C. 2 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 0

#### 5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

**including sexual harassment and ragging cases**

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years**

**Response:** 34.92

**5.2.1.1 Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	22	24	10

<b>File Description</b>	<b>Document</b>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

**5.2.2 Average percentage of students progressing to higher education during the last five years**

**Response:** 4.35

**5.2.2.1 Number of outgoing student progression to higher education during last five years**

Response: 2

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 100

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	0	0	0

#### 5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	0	0	0

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

### 5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

**Response: 0**

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	00	0

<b>File Description</b>	<b>Document</b>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

**5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)**

**Response:**

Response:

VJIM is having an active Student Council which is formed according to the direction from Kannur University. The major activities of the student council would focus on student related issues, and student development programs. Institution is nominating student council members as per the directions from the University. The election is conducted in presidential mode. All the students are having rights for vote. Elected members are then select a nominee t the university as per direction. Student Council is having the responsibility to address the needs and grievances of the students through real channels. Cultural activities provide exposure to innate talents of students. Vimal Jyothi Institute of Management & Research is committed to facilitate students in enhancing their talents through various activities. Students are encouraged and motivated to participate in Management fests, organized by various other institutions. Befitting recognition is given to the winners. Students are also motivated to organize various activities within the campus. Committees witll be formed for these programs and will function under the guidance of teachers. OISCA units of our college conduct various activities such as seminars on topic like personality development, blood donation. Many of our college volunteers have participated in the State level national level events. OISCA also conducts programmes such as planting trees, organizing social awareness programs, blood donation camps and rural camps. The aim of conducting rural camps are for encouraging students to play their roles in the nation building.



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 0

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**Response:**

**Response**

VJIM has initiated the process of Alumni Association registration and is brink of completion. Meanwhile, two alumni meet have been conducted in 2019 and 2020 to re-connect with our alumni. The first ever alumni meet was carried out on 25th January 2019 at Grand Excelsior Hotel in Dubai. Along with our alumni grads, College administrator Fr. Bipin Varambakath and Associate Professor Mr. Anoop Scaria joined the meet. The 2013-15 batch alumni meet was organized through Google Meet on 21st June 2020. This meeting decided to start the proceedings of registering the Alumni association for joining hands together in the name of alma mater.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years (INR in lakhs)**

**Response:** E. <1 Lakhs



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Response:**

**Response:**

Vision

To bloom into a center of excellence in management education and research that responds to the needs and demands of Corporate India with professional integrity, moral uprightness and sense of commitment.

Mission

To provide the students with quality education that kindles creativity, encourages innovation, enhances originality and instils ethical practices to enable them compete successfully in the global business arena with commitment to the concerns of the marginalized guided and inspired by gospel values.

The formal and informal arrangements in the institution to coordinate the academic and administrative planning and implementation reflect the college efforts in achieving its vision. Inspired with the vision and mission, VJIM shoulders the great responsibility of intellectual betterment of students as well as social transformation, towards perfection. Our college tries to build up the mind of the students towards the development of rural India and humanity

Vision and mission of the institute are well in tune with the objectives of higher education. It reflected through the following programmes and activities:

- Institute is renowned for producing university toppers
- The college provides financial assistance to the faculty to attend FDP/ seminars/conferences.
- Regular mentoring and counseling given to students to sort their personal problems and build up a base for professionalism
- Career development of student through soft-skills development programme.
- Rural camp helps the students in understanding the core of *rural* society life, their problems and *needs*
- Blood donation camp to motivate staff and students for promoting social committedness
- Several Environment protection programmes under OISCA- International
- Management fest to develop a sense of responsibility in the student, to elevates confidence and also teaches them how to work in a team and in various challenging situations.
- Activity hours devoted for business awareness, soft skill development, management activity/games to give a sense of practical applicability of the subject and the concepts
- Well-functioning placement cell.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

**Response:**

**Response:**

The Institute supports a trend of decentralized governance system with proper well defined inter-relationships in academic and other formation activities. For better optimization matrix style is followed in the financial matters. The governing body consisting management representatives, head of the institution and staff representative. The meetings of the committee are held for the effective and smooth functioning of the institute.

The institute promotes a culture of participative management by involving the staff and students in various activities. Both students and faculty members are allowed to express themselves with suggestions to improve the excellence in all aspects of the Institute. Management representatives involves in maintaining quality and welfare aspects of the Institute. The head of the institution drives all the academic and non-academic activities in coordination with faculty members.

Regular staff meetings are held to discuss academic and non-academic activities. The management is also open to the ideas and suggestions given by the faculty members in implementing the policies framed. The head of the institution assigns duties to faculty members by appointing them as coordinators for various committees for framing timetable, conduct of internal examinations, management fest, arranging guest lectures, coordinating batch, placement etc. The student's representatives will support the staff coordinators in all the activities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

**Response:**

**Response:**

The management and staff of Vimal Jyothi are highly committed to provide quality and excellence in all academic programmes. College is committed to provide quality education and training in Management education.

### Long term goals

- To ensure a quality of education and experience and create values which enables students to apply their skills, values and intellectual discipline in their future.
- To strive for the personal and professional success of its students, staff and alumni
- Development of alumini cell to build and grow an institution's brand and to offer career support to current students.

### Short term goals

- To attract best students, irrespective of background and select them on the basis of merit and potential
- To encourage the students to involve and empower all in the process of continual improvement
- Strengthening of Placement cell, arranging the placement drives and improvement of placement services
- Organize more programmes to encourage creativity and innovation to match the evolving global business arena.

### Training and Self Development:

- Encourage faculty and students to participate in seminars and conferences.
- Encourage and motivate faculty members to pursue higher education

### Communication to students, Teachers, Staff and other Stake holders

The vision and mission statements are communicated to all students, teachers, staff and other stake holders through circulars and notices on campus, display on boards and websites. The objectives are also published in the college prospectus making them available to students, parents and the public.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Response:**

**Response**

**Governing Board – Vimal Jyothi Institute of Management & Research****Functions and Responsibilities of Governing Body**

1. Propose academic related projects and get the approval of Board of Trustees.
2. Advise the Board of Trustees in implementing the projects related to both academic and administrative
3. Evaluate the progress of the projects implemented.
4. Act as a coordinator between management, staff and students.
5. Take part in formation of some policies like promotion, incentives etc.

**Frequency of meeting: once in six months**

Meeting of the Governing Body is held twice in a year.

**Staff Meeting:**

The meetings of principal and staff members are held once or twice in a month to discuss and decide on all matters pertaining to the day to day running of the college. One or two observers from the management also used to be present in the meeting, so that resource requirements for the actions to be allocated/mobilized without delay.

**Members:**

Management representative, Advisory members, Principal, Faculty and office staff (Librarian, placement officer, office in charges etc.)

**Service rules, policies and procedures:** Service rules, policies and procedures are published in the staff handbook and are available to all teaching & non- teaching staff for greater transparency and accountability.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation**

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**

**4. Examination****Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3 Faculty Empowerment Strategies****6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Response:****Response:**

Employee welfare comprises of facilities and benefits that are provided by management for the advantage or comfort of an employee. The Institute provides various welfare facilities to its employees. The objective of employee welfare is motivation and appreciation of performance of employees.

The list of welfare measures for teaching and non- teaching staff are as follows

- Medical Insurance
- Duty Leave for attending Seminars, Conferences and Workshops- For encouraging the faculty towards research and development, the management permits the employees to attend national and international conferences, seminar, and workshops by sanctioning them duty leave.
- Medical leave
- Maternity leave- To regulate the condition of newly parents Maternity leave is granted to female staff
- PhD Leave
- Family quarters and hostel facilities
- Recreation tour

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response: 6.67****6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response: 0.2****6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	1	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****Response: 17.38****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**



2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	1	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

### 6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

#### Response:

Response:

An effectively designed appraisal system is in practice based on the performance appraisal. The institution heads also evaluate the performance of the faculties. Based on the performance appraisal staff is given higher grade pay.

- Every member of faculty is directed to fill the prescribed form which consists of academic, research and administrative responsibilities.
- At the end of each semester student's feedback about performance of the staff members are collected.
- Peer evaluation of the class is done by peer faculty members as per VJIM policy - Peer observation.
- Faculty members are motivated for attending various FDPs. They can also avail financial aid for attending these programs.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Response:

The income and expenditure of the institution is audited regularly by M/s Jacob & George Chartered Accountants, which is fully external auditing system. There are no major audit objections. For certain minor expenses accounts department will itself act as internal auditing system. We are conducting two internal audits in every year.

Being a self-finance institution, we prepare our annual budget in accordance with the expected income as tuition fee. We prepare our annual budget well in advance so as to minimize any kind of financial deficit. If any deficit arrives the institution approaches suitable bank for getting support as loans. In such circumstances the repayment of loan gets priority in the subsequent budgets.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

Response:

The institute has a well-defined financial system which ensures effective and optimal utilization of finances for academic, administrative and developmental activities which help to execute the institute's vision and mission. The institution runs with self sufficient funds by generating the cash inflow from tuition fee from the students.

Financial Planning is prepared well in advance for the institution with efficient budgeting. The management will review the financial activities through scrutiny of budgets versus actual in every year which will ensure whether the finance utilization is going in correct direction. Additional funds are mobilized in case of emergencies / shortage through loans from banks.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**Response:**

**Response:**

#### Example 1 – Internal assessment questions framed as per Blooms taxonomy

Bloom's taxonomy was used to provide a common framework for faculty members to assess the performance of the students. Specific learning outcomes can be derived from the taxonomy, though it is most commonly used to assess learning on a variety of cognitive levels.

#### Example 2 – Internal Academic Audit

Academic audit is a procedure of verifying and confirming the performance of academic practices and procedures against planned/standard procedures. The Internal Academic Audit is conducted twice in an academic year.

The Internal Academic Audit team consists of two faculty members and they will evaluate the activities that done throughout the semester for the improvement in the academics.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental**

**improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )****Response:****Response:**

The academic process of institute is directed by Academic Advisory committee where IQAC gives suggestions to Academic Advisory committee for development and enrichment of Teaching-learning process. At VJIM one of the members of Academic Advisory Committee is member of IQAC to maintain the proper link between the both committees.

**Initiation of Academic Process**

**Mentoring:** It is a process of creating a supporting relationship with faculty, parents and students aiming at comprehensive development of students.

**Academic-Calendar:** At the beginning of Academic-year there is practice of preparing Academic-Calendar for semester so that all academic-events can be scheduled in a systemic way.

**Time-Table:** Once the Academic calendar is prepared the next step is preparation of timetable for both of the semester accordingly as per guidelines given by university.

**Lecture-Plan:** after declaration of academic timetable this is now task of subject teacher to prepare session plan for their concerned subject and get it approved by the Head of the Institution.

**Newspaper reading Session:** Compulsory newspaper reading session in the time table to keep the students updated with current affairs.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.3 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**Response:** D. 1 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

NVAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

The Institute has clear vision statement about the professional integrity, moral uprightness of the stakeholders and it promote gender equity & sensitization in curricular and co-curricular activities on campus. Institution committed to provide the same status and equal opportunity to exercise their human rights and feel their full responsibility and capacity. Several programmes under gender sensitization are conducted on various topics specially, during the rural camp, Onam, PTA Meetings, Jyothirgamaya, and Karmanta to form the behaviour of the students to respect the gender difference as in a professional society.

##### Safety and Security

- Separate PG hostel for ladies with all essential requirements are being provided with in the campus under the supervision of experienced warden sister.
- Movement register and students personal contact information are readily kept updated at hostels for the easy access to the warden for providing support in case of emergency.
- Social media groups created with warden as admin for the ease of communication facilitated though WiFi enabled campus and Ladies Hostel.
- The presence of the Lady staff is always assured during the cultural or any co-curricular activity outside the college. The industry visits, camps are officially arranged to make sure the presence of the lady staff. One of the leaders for any outstation programme will be reserve for a girl student.
- There are two student representatives in each class. One male student and compulsorily one female student. The same pattern is kept for all cocurricular and extracurricular activities also.
- Providing transport facilities for all inmates of the ladies' hostel in case of outing, off campus placements etc
- Campus is well lit with lights and fitted with CCTV camera where ever necessary
- Campus is secured with well-trained group of security personnel, avoiding the possibilities of unauthorised entry and exit, in the campus.

##### Counselling

The counselling helps the students to appreciate their skills and abilities to transform as the managers to lead the organizations after their employment. The inborn inhibitions about the personality and achievements may reduce their professional formation. In order to achieve the unhindered professional transformation for the MBA students we provide the best facilities for mentoring and counselling as

- Each batch of students will be under the guidance of the batch coordinator, who directs and support the students in all their needs
- Each student gets mentoring support for personal and professional growth through the allotted professional mentors from the faculty. Mentoring record is kept for the effective mentoring process.
- Special care is extended to the students with depression, psychological problems and even gender

related issues.

- Professional counsellors available in the campus for students' personal and academic oriented consultation. These files are kept confidential under the professional counsellor as per the code of professional counselling.

### Common Room

- Common room facilities are available in Institution
- Every floor has a separate toilet for men and a separate toilet for women

### Any other relevant information

- Connected with Onam celebration-
- At Ladies Hostel, women are given special programs and outings
- Yoga training and sessions for further empowerment

File Description	Document
Link for annual gender sensitization action plan	<a href="#">View Document</a>
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

**Response:** A. 4 or All of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

**Response:**

**1. Waste Management System:**

The waste management system supported with students, staff, cleaning staff, and with defined procedures. The bio-degradable waste used for energy production or agricultural production.

The production of plastic waste is rather eliminated with ban of single use plastic in the campus. The cattle farm, agricultural and vegetative are supporting the natural model of waste management in the campus with a motto “Green-Clean Campus”

*We don't have any Biomedical waste, Hazardous chemicals and radioactive wastes in our campus*

**2. Solid waste management:**

The solid waste generated inside the college is sorted from the sources itself. The waste separated as plastic, paper items, used books, metals and glass items. The cleaning staffs are trained to handle this task effectively throughout the assigned campus area. The solid wastes collected are deposited as per the classification at the central waste warehouse. The paper, plastic, metal, glass and books items are sold to the scrap dealers.

The bio-degradable solid waste is collected separately and food waste disposal restricted to be in the canteen / mess halls. The Bio-degradable food wastes deposited to the biogas plants and vegetable waste are given to the cattle/goat-farming or for manure production

The incinerator has capacity of 6 m<sup>3</sup> at a time and discharge gaseous form at 17 m height. The major solid waste handled in the incinerator is sanitary items.

**3. Liquid waste management:**

**3.1 The wastewater** and sewage water treatment plant at Campus is of aerobic sewage treatment model. It is located to the rear side of the PG hostel within a space of 0.40 acres. The capacity of the sewage treatment plant is between 50,000 litres to 1,50,000 litres per day. The major waste water reaching the plant is in the form of sullage from the hostels and the mess and canteen as well. The aerobic treatment helps in the reduction of foul smell being emitted to a certain level.

**3.2 The oil waste** The oil traps are used to collect the oil from the waste water before the aerobic treatment. The utmost care is taken to avoid the mixing of cooking oil with the waste water at the sources as mess, kitchen and canteen. The waste oil sold out through vendors

**4. E-waste management:** The e-waste is limited as the computer maintenance and repair is centralized for



better coordination through Google forms and the report of the repair service is monitored.

The irreparable systems are discarded and the usable parts are used for the replacements. The discarded parts of the systems and other electronic equipment are sold out to as per the agreement with Conic Systems, Iritty.

**5. Waste recycling system:** The water after the purification process is used for gardening, agricultural purpose, and cattle feed cultivation. The one side printed papers used for further use, the waste note books collected to use the note pads. The usable electronic components are used as spares for repair. The leaves and other bio-wastes are used for producing manure.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:**

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

**Response:** D.1 of the above

<b>File Description</b>	<b>Document</b>
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Divyangjan friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**Response:** B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Details of the Software procured for providing the assistance	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

In tune with the Vision of the Institute to provide ‘professional integrity, moral uprightness and sense of commitment’ in the MBA graduate, various initiatives are provided during the course. Ultimate care has taken to create a culture of tolerance and harmony in the campus. These are also reflected in the Program outcomes as PO4 and PO11 of the institute.

: The special mark relaxation is provided for the SC/ST and the OBC categories for the admission process as per the norms of the admission displayed in the website. The admission is provided to all the candidates without specifying the cultural, regional and socioeconomic status. The institute have no reservations or category in admission process and all the seats are filled from the open merit. We invite students from national level without prejudice to the norms of the government. Financial assistance is provided to the students with economic issues. The online application process is made available in the college website.

**JyothirGamaya:** It is the inauguration of the academic year, where the three major religious beliefs are admired with reading from their Holy Books. Oath is taken to affirm the harmony and tolerance throughout the academic endeavour.

It is the National level management fest where the participants are from multicultural background with regional and linguistic differences. These interactions help to instil a multicultural collaborative mentality.

**Gramadarshan (Rural Camp):** The mission statement of the Institute affirms to provide ‘commitment to the concerns of the marginalized’. Gramadarshan provide the students exposure to the issues of the socioeconomic backward sectors. These fully residential 6-day camps are conducted for providing an inclusive environment for social living, community building, and creating an empathetic disposition in them towards the marginalized. These camps are conducted mostly in the tribal district of Wayanad or at the places to provide support for the economically marginalized peoples. The social interactions with the local population are made sure during these camps to get a real time experience to the cultural and other disparity management.

**English as the medium of Communication:** In order to promote the language neutrality, English is made

as the medium of communication campus and hostels.

: Apart from the academic purpose, students are given exposure to the diversities of the national level, through the industry visits. The industry visits normally arranged to spare time for exposure to the rich heritage of the pan India.

: The Institute provide international exposure to the students to neutralize their cultural shock and provide them an expose to the multi contextual cultural with regional, linguistic, and communal disparities.

**Academic pursuits:** Case studies of the MNCs cultural issues, studies on the international culture and contexts, business ethics etc are providing a cognitive basis for the collaboration beyond the limiting factors.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

#### **7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

##### **Response:**

**Celebration of Independence Day:** The Independence Day (Aug 15) is celebrated in a befitting way with flag hoisting at the campus. This will be followed by the short meeting where the manager/chairman of the college will address the gathering and remind about the value of the freedom and the pain that the freedom fighters undergone. This will also be occasion to remember the soldiers and all those who protected the freedom of the country and democracy till this day.

**Celebration of Republic Day:** The Republic Day (Jan 26) is celebrated in a befitting way with flag hoisting at the campus by the chairman/ manager of the college. The deliberation about the importance of republic status and the threats on the sovereignty of the Indian subcontinent, the role of cherishing the constitutional obligations, the status of India amidst the other countries etc.

**Celebration of Gandhi Jayanthi- Swatchhta Pakhwada:** The Oct 2nd is celebrated in the campus. The students and inmates are encouraged to participate in the cleaning programs organized as per the direction of the swatchhta Pakhwada.

##### **Flash Mobs:**

The Institute organizes flash-mobs at the different city centres to provide awareness on values, rights, duties and responsibilities of citizens.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

Teachers' Day

Sept 5th is celebrated as the teachers day every year. This event is organized by the students and they admire their teachers support and acknowledge the need for their blessing in their prosperity. They not only wish their teacher individually, but even make the celebration where they respect all the staff. The college management personals also join with student community to honour the teachers and appreciations will be made during the meeting.

AIDS Day- Dec 1

Dec 1st is the international day dedicated to raising awareness of the AIDS pandemic caused by the spread of HIV infection and mourning those who have died of the disease. This day is dedicated for creating awareness about the AIDS, the treatment and diseases symptoms, care for the patients, the scientific

information about the transmission and control measures, and the care homes for AIDS patients.

### **Gandhi Jayanthi**

Oct 2nd is celebrated as the Gandhi Jayanthi. The day is most often associated with cleaning and providing support to the community in keeping cleanliness and clean atmosphere. The day before Oct 2nd or after the days are normally devoted to pay homage at Gandhi statue of the Campus.

### **Blood Donation Day**

June 14 is celebrated as the National Voluntary *Blood Donation Day in India* to recognise and commemorate the immense contribution made by Dr Jai Gopal. Our college organizes awareness programs for the staff and students. The students and staff donate blood to the hospitals in association with NGOs.

### **Celebration of Onam**

Onam in general is the festival of the Keralites without any special demarcation to the religious beliefs. The Onam became a very colourful festival in our campus with multiple games, celebrations, feasts etc. Many competitions are organized in connection with onam as tug of war, floor carpet making, music chair, bottle filling, spoon rice etc. The mean of the Onam is very specific with multiple vegetarian items.

### **Institution Day**

October 7th is celebrated as the Institution day of Vimal Jyothi. This day is the feast of the Mother Mary, the heavenly patroness of our campus. The meetings and celebrations are centred around affirming the values, the vision and the commitment of the Vimal Jyothiyan for making it a centre of excellence

### **Birthday Celebrations**

The birthday celebrations are encouraged among the students and staff to create a mutually respectful atmosphere. The students and staff join at the moments of the celebration. Students will make a short video wish on the person who celebrates the birthdays. After the wishing from staff and students, cake will be cut by those celebrate the Birthday and the pieces will be distributed to the gathering. Most often in order to reduce the expense the birth day wish will be given on the day on Birthday and the cake cutting may be scheduled to the end of each month.

<b>File Description</b>	<b>Document</b>
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## **7.2 Best Practices**

**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**

**Response:**

## **Best Practice**

### **1. Green-Clean Campus with Sustainability Development Initiatives**

### **2. Integrated formation through Rural Camp (Gramadarshan) and National Management Fest (Karmanta) every year**

#### **1. Title of the Practice:**

**Green-Clean Campus with Sustainability Development Initiatives**

#### **2. Objectives of the Practice:**

*What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?*

The campus of the Institute is termed Green-Clean campus with innovative practices. The objective of these initiatives is to create awareness and cherish habit among stakeholders about protecting environment in an eco-friendly manner through the conservation and effective use of natural resources. The outcomes are to practicing the methods to maintain and create additional natural resources, to motivate stakeholders to adopt them personally and get benefited, optimise the use of non-renewable natural resources, to inculcate the care for the sustainability and eco-friendly development to reduce-reuse without wasting. These objectives are based on the concepts of sustainable development.

#### **3. Context**

*What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?*

The modern world is denoted by consumerism where lot of wastage occur daily. Modernisation of social living, increase in single use products, less knowledge and awareness on natural resources, unlimited usage of easily available natural resources, less importance on the usage of the renewable energy, etc has created a threat to the nearing emptiness of the available natural resources. An integrated waste management system along with green initiatives are the solution to these issues. The institutions in the same Trust (VJIM and VJEC) collaborates with to optimise these operations with the support of its stake holders. Along with this effective waste management systems, the staff and students trained to internalise these to reduce the waste production and are empowered as the ambassadors of the systems. Use of renewable energy for the campus activities and use of digital models to reduce the use of natural resources are the other concerns.

#### **4. Practice**

*Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?*

The sustainability development practices are essentially made possible with the collaboration of the two-sister educational concern under the MESHAR trust to achieve the maximum efficiency in operations. The 'Green-Clean Campus Initiatives' include the use of solar energy from on-grid electricity powerplants, use of solar-water heaters, bio-waste disposal and cooking gas generation with bio-gas plants, aerobic waste water treatment system with irrigation system for gardening and cattle feed cultivation, maintaining livestock for milk, manure and vegetable waste management, maintaining multiple distributed ponds for stabilizing the environmental factors and for pisciculture, maintaining distributed rainwater harvesting systems and in campus Dam for optimising the water usage, devoted maintenance staff with multiple waste collection bins with Green -Clean Campus awareness, staff and students as the ambassadors of these initiatives are the main unique practices.

The water management system in the both institutions are integrated as per the decision of the TRUST. We have 78 lakhs of litre of interconnected Rain water Harvesting (RWH) systems in campus and Solar plants provide 52kW power supply. The 50kW solar plant is on grid to reduce the battery emissions. Solar water heaters are used in hostels to reduce the electricity use and the LED lighting systems also contribute to reduce the power use considerably. Bio-gas plant uses waste from kitchen and mess halls as fuel. The waste management ecosystem of the campus is integrated with cattle-goat farms. The cattle farm not only provide in campus self-sufficiency in milk production for the mess but it also serves as the excellent waste disposal of the vegetable debris of the kitchen that convert it as the manure with cow dung and organic composts. This organic manure and composts are used for the vegetable garden, decorative gardens, and for other plants of the campus. The plant leaves collected as the part of the cleaning process from the campus are left for natural decomposition and it help for covering the soil to keep the humidity of the soil which is essential for plants. The non-degradable and non-reusable wastes are sold out as plastic scraps, metal scraps e-waste scraps to the scrap dealers as per the contract.

More than 77% of the land at our campus is devoted for Green coverage and maintained with trees, gardens, ancillary cultivations, ponds etc. The trees paved shaded internal roads, contour terracing mode for preventing soil erosion, the planned drainage systems, bio-manure creation for the organic cultivation are notable initiatives. Healthy habits are observed as walking culture is encouraged in the campus, multigym and multiple indoor-outdoor courts for keeping a fitness, morning and eve jogging and adopting bicycle for healthy commutation (very few). The carbon footprint is reduced considerably with ban of plastic and single use items in the campus, reduce-reuse campaign, digitalization of the administration and day today process, ban of student's vehicle beyond the parking lots, speed restriction for commutation, if any etc.

## **5. Evidence of Success**

*Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.*

The campus could create an eco-sustainable system which considerably reduced waste creation. Sharing of



the resources effectively between the institutions can be rated as flowless. The mini check dam is used as the source of water normally till the end of every February. The RW stored under the covered systems serve as a reserve source for a month in extreme summer. Solar energy fed to the KSEB grid as per the agreement. Bio gas is used for cooking purpose. The treated waste water is used for gardening and cattle feed cultivation. Milk is sufficient for the campus and organic manure used in the campus. Soil erosion is controlled fully and well recharging is effective. Campus grown organic vegetables are used in the mess/canteen. The wastes are disposed-off without affecting the environment. Centralized water management systems in association with sister concern (Vimal Jyothi Engineering College) to optimize the resource utilization. The service of the committed, efficient group of maintenance staff is made available for the Green -Clean Campus. The rather cool and healthy atmosphere is maintained in the campus. Staff and students fully cooperate with this sustainable eco-system. Green audit and other audit support these results.

## 6. Problems Encountered and Resources Required

*Please identify the problems encountered and resources required to implement the practice (in about 150 words).*

Green-Clean campus initiatives require more financial resources. Frequent maintenance needed for the RW storing tanks and periodical cleaning of solar panel surfaces for better efficiency. Sunlight limitation due to monsoon seasons reduce the solar power production. Dedicated team needed to maintain greenery in campus. Rooftop solar projects cannot be adopted as the roofs of the buildings are slanted with metallic roofing. The cattle farm and the waste water recycling process-based irrigation systems are labour intense projects. The plastic wrappers for chocolates, e-commerce packing materials, and other branded items are permitted by market norms, which actually cannot be controlled with plastic ban. The biggest challenge is the lack of funding for self-financial institutions from government/agencies for the development of the sustainability projects.

### 1. Notes (Optional)

*Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Institutions (in about 150 words).*

*Any other information regarding Institutional Values and Best Practices which the university would like to include.*

The best practice of Green-Clean Campus initiatives of Vimal Jyothi Institution is outstanding one and to be adopted in all other institutions. Ours is built in an integrated system with collaboration with the sister institute for better efficacy. Our staff and students are the backbone and ambassadors of the sustainability of these systems. The role of our cattle farm became critical success factor of the campus, as it not only converts waste but produces the organic fertilisers for the development of the greenery of the campus.

## Best Practices –2

### 1. Title of the Practice:

## **Integrated formation through Rural Camp (Gramadarshan) and National Management Fest (Karmanta) every year**

### **2. Objectives of the Practice:**

These two programs are the two sides of the professional formation. The Gramadarshan (Rural Camp) has an institutional objective as to increase social sensitization in the MBA aspirants and thereby it has an immediate outcome of community support for financially deprived social strata through the students. The Karmanta is the management fest which aims to provide hands on training on management of the mega event from its all aspects beyond syllabus. It is modelled to impart additional specific skills in students related to promotion, HR and financial management, collaboration with teams, interact and solve the issues in real time basis, contingency management etc.

### **3. Context**

The present-day digital generation is blamed to have less introspective managerial skills and reduced social commitment. The need for awareness about the issues of the encircling society and the skill for the apt problem solving in real time scenarios are the must for the professionals. A live exposure to social and professional issues to acquire additional skills for social living is a must for the future management professionals. It helps them to understand and solve the issues of the HR force and to sharpen marketing skills. Students get a theoretical and practical formation on functions of management through the one-week camp living. Students are empowered in all aspect of the Karmanta event right from the planning till reporting. The management of the Karmanta under the introspection of the institution in a professional manner enable the students to test their cognitive and social skills to achieve a better professional formation.

### **4. Practice**

Gramadarshan is the social sensitization programme denoted as 'Rural Camp'. It is a one-week fulltime residential camp away from the campus for the first semester students. This Rural Camp' is conducted normally in rural villages which are deprived of the modern facilities. This intensive camp is compulsory and provided free of cost to the students. Students divided in teams with one male and other female leaders be formed before the camp. Detailed planning for the Gramadarshan will be made with students' teams, prior visit made to assess the site, student teams' duty schedule for carrying out the different functions for the camp on rotational basis throughout the camping time. The programme is arranged in association with NGOs and local government bodies. The camp consisted of Yoga or jogging exercises at morning, social outreach programs in the day time, manual works for the society, lecture on the multiple relevant topics at the evening sessions, personality development sessions, personalized mentoring by the accompanying staff, cultural programs at the night sessions, camp evaluation, reporting on team basis and briefing on the next day program details with contingency management if any. The students are given the full responsibility of the program as planning and execution for house-keeping, food preparation and associated works, purchase, financial management, public relations, social interventions, managing the sessions of the expert at evening etc. under the mentoring of the accompanying staff. The external social interventions are made in collaboration with local government legislative authorities or NGOs.

The main constrain for this program is the requirement the huge financial resources. The tight academic schedule also creates minor hurdles.

The Karmanta is a national management conducted by the students of the Institute in a professional manner. This program aims to impart professional exposure to the students to organize the mega events and to get exposure to the best practices of the other management institutes from the interaction with the participant colleges. The event has a central organizing team and every event has event team from first years and second years. Normally the event head and programme heads will be senior students who exposed with previous events of the college and male and female leaders are selected for each category. The students are empowered for organizing the event from the proposal to reporting function after the event. This mega event helps every student to get an exposure on planning, resource management, conflict resolution and contingency management, team collaboration, multicultural adaptation, promotion, outsourcing management, organising food and associated facilities for the participants, social engagement and fundraising from the industry and other stake holders. Each step of the program the students get the real-time mentoring support of the devoted staff.

The main constrain for this event are the financial resources and the transportation. Due to the non-uniformity of the exams across the colleges and universities create difficulties in participation of the students.

## **5. Evidence of Success**

These two events are the flagship programs for the MBA students which are appreciated well by all. The Gramadarshan camp is appreciated very well by the villagers and local support for the program from the government bodies are noteworthy. Students appreciate the camp greatly as they are given exposure for social living, collaborative team environments, leadership skill development opportunities, sessions for general awareness. The clear difference is seen in their social outlook after the program. The local civilian support, NGO association and local government assistance at the camp are counted as the success points.

The Karmanta which empower the students to utilise their managerial skills in professional event management and application of cognitive learning in real time scenario is well appreciated by the participants. Students get opportunity to interact with the leading institutions, chance for cultural exchange and networking opportunity are few outcomes. The professional way of organizing the events are learned from the multiple presentations, planning sessions, and real time evaluations of the events. In short, these two events are really contributing heavily for the socio-professional dimensions of the management graduate.

## **6. Problems Encountered and Resources Required**

The requirement for the financial resources is huge for this Gramadarshan residential camp as the full cost is absorbed by the college. Identifying an apt location for the safe and fruitful completion of the programme is a hurdle. The devoted time slot for the program from the tight academic schedule is another hurdle to schedule the program. The financial aspects of the Karmanta management fest are met from the sponsorships. The disparity in the university exams for different colleges makes it impossible for wide participation of the institutions. The difference in communication and managerial skills among the participant institutions may sometimes create one sided performance in the events.

**7. Notes (Optional)**

The combination of both Gramadarshan and Karmanta empower the students in the two divergent aspect of their professional formation. Gramadarshan aimed for inculcating abilities related to social and community relationship and wellbeing in a professional way. While the Karmanta aimed for developing the cognitive side of the professional formation. These two events complement each other as the two sides of their professional life: socio-cognitive dimension of the managers. So, these complimentary programs needed to be given to management students of other institutions. Most of the colleges may have any one of these, but the combination of these produces best results in the professional formation of the students.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.3 Institutional Distinctiveness****7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words****Response:****Centre of Excellence in a Rural Area**

The vision of the institute is to bloom into a centre of excellence. As the motto, our institute thrives relentlessly towards the perfection. This is achieved through the holistic development of our students. All the activities of this Institution trend to converged toward its vision as to became the centre of excellence in rural area.

Our college established in 2010 under MESHAR Diocesan Educational Trust and is located near the Hill Highway in Eruvessy Village and Panchayath, Taliparamba Taluk, Kannur District, Kerala. Our campus is blessed with the non-polluted atmosphere of the Wester Ghats and is surrounded with the natural tourist centres as Palakkayam thattu, Paithal mala, and Kanjirakolly waterfalls. Communal harmony and support of the people is apt for the pursuit of education and professional grooming. It is connected with Kannur Airport (35km) and railway station (45km) in addition to the well-connected roads. The nearest Management Institution is around 30 km away from the campus.

Our Institute is established to provide quality professional education which was inaccessible to the encircling society. The societal upliftment through professional education was the dream of the Catholic Archdiocese of Thalassery, which is known as the pioneer of education in northern part of Kerala having wide spread education institutions ranging from preschools to professional education institutions. This college is closely associated with Vimal Jyothi Engineering College for the mutual resource management

and technology sharing for the sustained development.

The institute is affiliated to Kannur University, Kerala and approved by AICTE, New Delhi and has ISO certification. We have a state of art infrastructure facilities and support systems for achieving the excellence and it is maintained as per the norms and conditions of the affiliating, approving and accrediting professional bodies.

The admission process of the institute is 100% from open category and no reservation quota are allocated for admission. It is to ensure the opportunity for the wide spectrum of students on merit basis. The Institute provide free career orientation to the students of nearby colleges as to bring them to a successful profession. We have about 50% of students from rural area and our college bus operates to a radius of 60 km from our college. Devoted facilitation is provided from the office for supporting government scholarships application process to eligible students. Our college management also offers substantial scholarships for needy students from rural area to encourage them to complete their management education. Our students are very committed and able to secure top position in Kannur University in every year. The average academic progression is praise worthy which nearing to 100% in most of the years. .

The extra-curricular and co curricular activities are planned for the formation of the students. The institute is known for its best practices for the professional grooming. Apart from the normal academic exposure, the students are provided with multiple programs as Gramadarshan-rural camp, Karmanta -the national level fest, multiple activities for training, excellence lectures, celebration of the important days, participation in the socially relevant activities and sustainability programs, etc. The personal and professional grooming is accelerated through the mentoring and academic counselling sessions. The innovative teaching learning process with integrated ICT facilities are available in each instruction areas. The seamless learning beyond the physical campus is achieved through the personal learning environment integrated with social media and learning management systems. The slow learners are provided special attention through booster classes and special directives are given for the fast learners. The students are encouraged to participate in the management fests conducted by other institutions and could bag many outstanding prizes.

Special trainings on research, SPSS analysis, organization study support, project support is helping the students to get a real industry experience and research. Students are encouraged to opt for certification courses and value-added trainings. The placement and skill trainings are given to the students to sharpen their abilities for better placements.

The social interventions of the institute through the Karmanta, rural camps, charity visits, environmental activities under the OISCA international, bike rallies etc are aimed to contribute to the society even while at the campus. The blood donation camps and social awareness programs through the flash mobs are aimed to develop a societal awareness and belongings in the students.

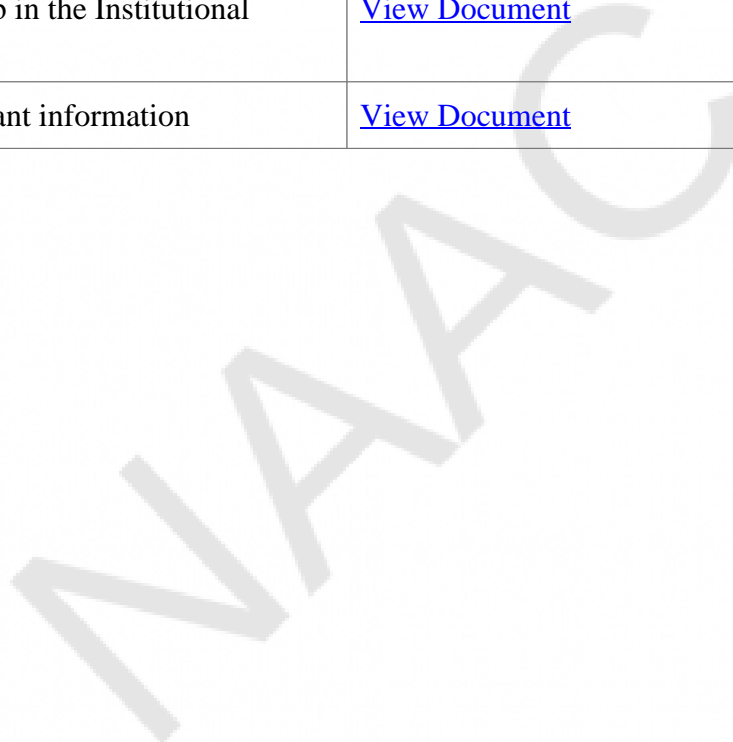
Students and staff are the champions of the sustainability practices of the campus. The pristine pure campus atmosphere is maintained with Green-Clean Campus initiatives. The campus of the institution is mainly known for its excellence in maintaining eco-friendly practices. These practices are wholeheartedly taken by the staff and students along with the supporting staff and other stake holders of the institution. This eco-friendly campus is noted for the well-maintained on-grid solar power field, solar water heaters for hostels, bio-gas plants, integrated rain water harvesting and storing system, an efficient waste water treatment plant, a pleasant greenery environment devoted with more than 77% of area of the campus, well maintained collaborative waste management system for the campuses, and well-defined environmental

sustainability development procedures in our campuses.

The devoted students, excellent and committed staff and management are the critical success of our institute.

Our next step is to start Ph.D. programme and management consultancy which will be a milestone to make our college as a **Centre of Excellence in a Rural Area**.

File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>



## 5. CONCLUSION

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### **Additional Information :**

VJIM is a self-financing catholic minority institution aiming at generating fervour for Management students. Vimal Jyothi Institute of Management and Research offers two-year full-time MBA courses in Business Management.

With the spirit of NAAC directives, our committed staff and students are striving towards better arenas of management education with the following steps:

1. We have relaunched the **Consultancy and Research Services (VJCRS)** centre and started the consultancy in Dec 2020
2. Association with leading institutes ( as IIMs, TIS, other leading B-schools for extended formation are at the implementation stage (2021)
3. The MoU with North Malabar Chamber of commerce, Kannur is almost at the last stage to cooperate in the files of placement and training
4. Students projects are getting shortlisted as on date from the government start up projects.
5. Association with Sanjose academy for student training (end of 2020) on language efficiency and certifications.

### **Concluding Remarks :**

#### **CONCLUSION**

VJIM has the vision to bloom into a centre of excellence in management education and research. It is committed to generate ardour of Business Management to the students of rural areas and transform them to be energetic, dynamic and quality professionals. This Institute is a destination for the students coming mostly from a rural backdrop to excel in professional life. The excellent faculty and outstanding student supportive systems of the campus attract the brilliant minds from all over the state. Quality education process, ethical commitment, responsive management, skilled and dedicated staff, overall professional formation and the educational leadership of the Vimal Jyothi Institutions are the key factors that add to the fame of this college.

Since its inception in 2010, VJIM is being continued to be a centre of excellence and serving both the industry and society by producing management professionals of higher standards. We transform students to professionals, anchored in ethical convictions and committed for mediating the exponential mutual growth. To conclude, VJIM is committed to serve the society and industry through transforming brightest minds.

NAAC



## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p><b>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</b></p> <ol style="list-style-type: none"> <li>1. Academic council/BoS of Affiliating university</li> <li>2. Setting of question papers for UG/PG programs</li> <li>3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses</li> <li>4. Assessment /evaluation process of the affiliating University</li> </ol> <p>Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: D. Any 1 of the above</p>																				
1.2.3	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>46</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	1	0	0	0	0	2019-20	2018-19	2017-18	2016-17	2015-16	46	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
1	0	0	0	0																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
46	0	0	0	0																	
1.3.2	<p><b>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</b></p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p>Remark : As per the HEI statement in the response dialogue box and the data provided with the</p>	2019-20	2018-19	2017-18	2016-17	2015-16	1	1	1	1	1	2019-20	2018-19	2017-18	2016-17	2015-16	2	2	2	2	2
2019-20	2018-19	2017-18	2016-17	2015-16																	
1	1	1	1	1																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
2	2	2	2	2																	

	Metric. As per the attached syllabus Organizational Study Course code: MBA3PR15 and Major Project Course code: MBA4PR29 are considered.
1.3.3	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p> <p>1.3.3.1. <b>Number of students undertaking project work/field work / internships</b>  Answer before DVV Verification : 31  Answer after DVV Verification: 46</p> <p>Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric. As per the syllabus provided with 1.3.2 Project/ internship is only in the Fourth semester.</p>
1.4.1	<p><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></p> <p>1) <i>Students</i></p> <p>2) <i>Teachers</i></p> <p>3) <i>Employers</i></p> <p>4) <i>Alumni</i></p> <p>Answer before DVV Verification : A. All of the above  Answer After DVV Verification: C. Any 2 of the above</p> <p>Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric during clarification. The feedback from students and employer are not on curriculum.</p>
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1. <b>Feedback collected, analysed and action taken and feedback available on website</b></li> <li>2. <b>Feedback collected, analysed and action has been taken</b></li> <li>3. <b>Feedback collected and analysed</b></li> <li>4. <b>Feedback collected</b></li> <li>5. <b>Feedback not collected</b></li> </ol> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website  Answer After DVV Verification: C. Feedback collected and analysed</p> <p>Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric during clarification. ATR is beyond the assessment period and not considered.</p>
2.1.2	<p><b>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)</b></p>

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
8	12	12	12	7

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
31	46	37	50	44

Remark : As per the HEI statement in the response dialogue box and the data provided with Metric 2.2 and with the Metric 2.1.1. The HEI as minority institute has 100% seats available to the reserved category as per GOI/State Govt rule. Number of students admitted year-wise are against such seats earmarked for the community.

2.3.3 **Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )**

2.3.3.1. Number of mentors

Answer before DVV Verification : 8

Answer after DVV Verification: 6

3.2.2 **Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years**

3.2.2.1. **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
01	1	0	0	0

Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric during clarification. The HEI has claimed CAREER JOURNEY TO SUCCESS, which is not workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship.

3.3.2 **Number of research papers per teachers in the Journals notified on UGC website during the last five years**

**3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	1	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5	0	0	0	0

Remark : HEI claim of Paper "A study on the Factors Effecting online shopping Among young professionals" in International Journal Of Emerging Technologies by Anoop Scaria were not verified on Scopus portal. As per the HEI data.

**3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years****3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric during clarification.

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****3.4.3.1. Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	3	1	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	3	1	1	1

3.4.4 **Average percentage of students participating in extension activities at 3.4.3. above during last five years**

3.4.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
66	75	46	37	50

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
46	25	26	37	31

Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric during clarification.

3.5.2 **Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

3.5.2.1. **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years**

**(INR in lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
41.14	34.3	27.82	32.22	21.1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1.25	0.25	0.05	0.3	0.62

Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric during clarification

**5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

**5.1.2.1. Number of students benefitted by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
75	42	75	4	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
53	29	47	05	2

Remark : The HEI was requested to attach a consolidated, TABULATED, year wise summary for each type of scholarship and free ships provided by the institution. The HEI was also requested to attach list of the students benefitted year wise for each scheme along with sanction letters from the institution. The HEI mustwas requested to attach data only in NAAC prescribed format for the Metric as an Excel file. the data is not sorted neither on name nor roll number. There are large number of multiple counts when the students awarded scholarship in III and IV semesters have been counted at least twice.

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric during clarification. Only Soft skills and Life skills (Yoga, physical fitness, health and hygiene) considered.

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
42	50	44	56	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	0	0	0	0

Remark : As per the data template none of the programmes pertain to Competitive examinations and career counselling.

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per the HEI statement in the response dialogue box and the documents provided during clarification.

**5.2.1 Average percentage of placement of outgoing students during the last five years**

**5.2.1.1. Number of outgoing students placed year - wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
23	33	27	38	38

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	22	24	10

Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric.

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

**5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	0	0	0

**5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
02	02	0	0	0

Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric.

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as**



**one) year-wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	2	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	00	0

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)****5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
16	34	31	67	34

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : As per the HEI statement in the response dialogue box and the documents provided during clarification. The certificates attached are for activities such as Management Fest Commerce Fest Marketing Event Best Management Team Management Meet Banking Game HR Game Fiscus Treasure Hunt 3's Football Best Manager and Equinox None of these is sports and cultural events/competitions. The HEI has not provided any supporting documents describing the events. The HEI did not provide any documents for the Sports Day or Cultural Day or such activities.

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	2	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	1	0

Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric.

6.5.3

**Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: D. 1 of the above

Remark : What the HEI has presented is administrative file check and not AAA.

7.1.5

**Green campus initiatives include:**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Answer before DVV Verification : Any 4 or All of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric during clarification. As per the data Pedestrian Friendly pathways and landscaping with trees and plants are considered.

7.1.6

**Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:**

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: D.1 of the above

Remark : As per the HEI statement in the response dialogue box and the data provided with the Metric during clarification. The audit report are not from and accredited auditing agency.

7.1.7	<p><b>The Institution has disabled-friendly, barrier free environment</b></p> <ol style="list-style-type: none"> <li>1. <b>Built environment with ramps/lifts for easy access to classrooms.</b></li> <li>2. <b>Divyangjan friendly washrooms</b></li> <li>3. <b>Signage including tactile path, lights, display boards and signposts</b></li> <li>4. <b>Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment</b></li> <li>5. <b>Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above</p>
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## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>31</td> <td>31</td> <td>31</td> <td>31</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	1	1	1	1	1	2019-20	2018-19	2017-18	2016-17	2015-16	31	31	31	31	31
2019-20	2018-19	2017-18	2016-17	2015-16																	
1	1	1	1	1																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
31	31	31	31	31																	
2.1	<p><b>Number of students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>46</td> <td>37</td> <td>50</td> <td>44</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>77</td> <td>83</td> <td>87</td> <td>96</td> <td>101</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	31	46	37	50	44	2019-20	2018-19	2017-18	2016-17	2015-16	77	83	87	96	101
2019-20	2018-19	2017-18	2016-17	2015-16																	
31	46	37	50	44																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
77	83	87	96	101																	
2.2	<p><b>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>12</td> <td>12</td> <td>12</td> <td>12</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	12	12	12	12	12	2019-20	2018-19	2017-18	2016-17	2015-16					
2019-20	2018-19	2017-18	2016-17	2015-16																	
12	12	12	12	12																	
2019-20	2018-19	2017-18	2016-17	2015-16																	

60	60	60	60	60
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3.1 **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
8	8	8	8	8

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
07	06	8	8	7

3.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	8	8	8

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
08	08	8	8	8

4.2 **Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
41.14	35.3	28.3	33.05	21.1

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
38.6	34.74	25.5	32.7	21.4

4.3 **Number of Computers**

Answer before DVV Verification : 80

Answer after DVV Verification : 68